Adobe Acrobat Signature Guide

Procurement Services - December 2021

This guide outlines the following:

Section 1: How to set up your Adobe Acrobat digital signature ID for the first time;

Section 2: Adding a certificate-based signature to a prepared form; and

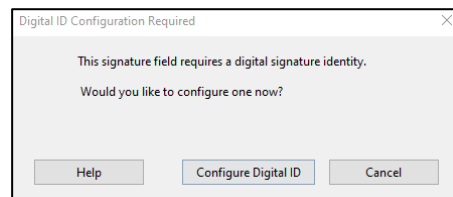**Section 3:** Adding a certificate-based signature to a non-prepared PDF.

Section 1: Creating your Adobe Acrobat digital signature ID for the first time

This process is suitable for a PDF form already containing a signature field. See red flag example below. All red flags indicate a document is pre-prepared for digital signature.
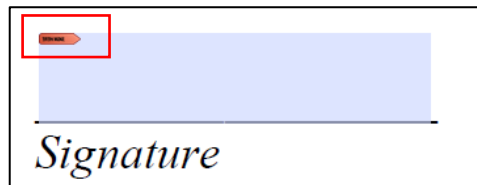
The red line on the top left corner of the field indicates the field is a signature field.

1. Click the Signature field requiring your signature.

2. A dialog box like the one below will appear. Select Configure Digital ID.

3. Select the option Create a new Digital ID and click Continue.

4. Select the option Save to File and click Continue.

5. Fill out the information needed to create your personal digital ID. Enter your full name, Organizational Unit (Department), Organization Name (Company/Institution), full email address, Country (leave it as US – UNITED STATES), Key Algorithm (leave it as 2048-bit RSA), and select Digital Signatures for the field "Use Digital ID for."

6. Next, add a password for your Digital ID. You will need this password each time you sign a document. Do not share with others.

7. Select the ID you just created in order to apply the signature to the form and click Continue.

8. To sign the form, enter the password you created for this ID and click Sign. Depending on the form, and which part of the form you add your signature, this locks fields from editing. Be sure to fill out all fields required of you, even if the field appears after your signature line, prior to placing your signature.
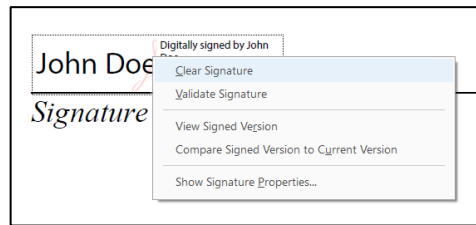
9. You will be asked to re-save the file with your signature. Check the file location and make sure the file name is correct.

10. Your signature will appear on the line you selected to enter your signature.


11. To remove your signature, right click on your digital ID and say "Clear signature".

Section 2: Adding Certificate-Based Signatures to Prepared Forms

The PDF forms housed on MSU's Procurement Services webpage under the sections "Forms" now contain digital signature fields to enable users that have an Adobe digital ID to quickly sign in the appropriate signature field. Perform the following steps to sign PDF forms that contain digital signature fields.

1. Open the PDF form that you want to sign and fill out the form as applicable.

2. Click on the digital signature field where you want to sign. Digital signature fields are identified by a small red flag in the top left-hand corner.
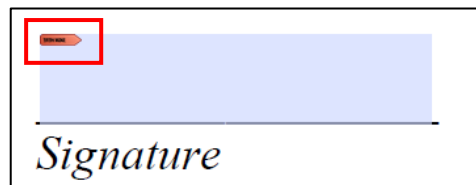
3. Choose the digital signature you want to use in the "Sign with a Digital ID" box (if you have more than one digital signature saved on your computer) then click Continue.
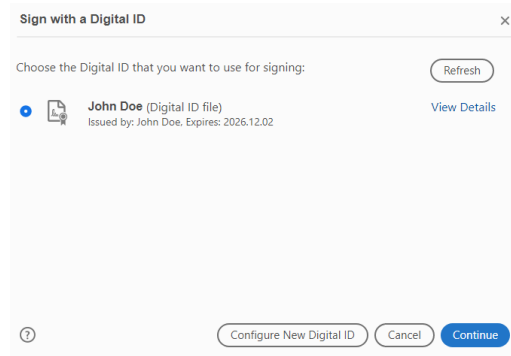
4. Enter your password and click Sign.

    a. **IMPORTANT!** The Sign as [your signature text] box may have a checkbox giving you the option to lock the document after signing. If any more changes need to be made to the document, do not check this box.
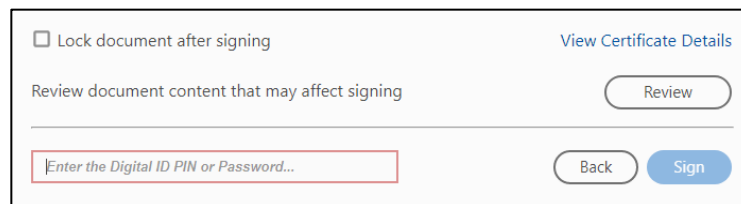

5. You will be prompted to save the file. After saving the file, your certificate-based digital signature will appear in the document. You may now send the form to the next signer if applicable or send to the appropriate party within Procurement Services.

You may encounter some University wide forms that are not prepared for signature. If this is the case, please adhere to the following steps and guidelines in order to make the PDF document you are trying to sign compatible with your Adobe signature.
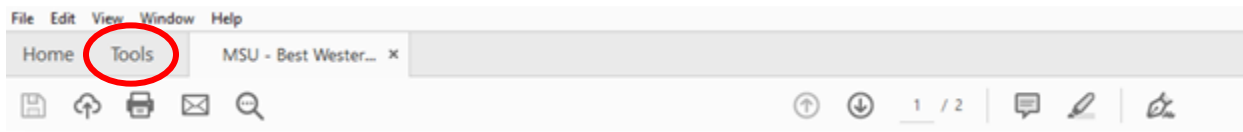
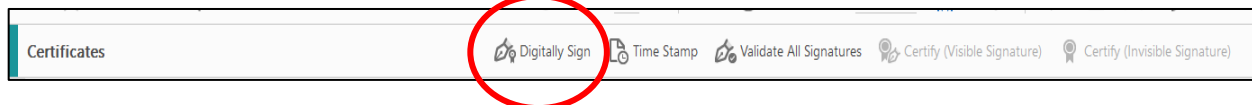## Section 3: Adding a Certificate-Based Signature to a Non-Prepared PDF

1. Open the PDF form that you want to sign.

2. Open the Certificates tool from the Tools page (icon image below).
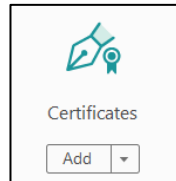
a. This icon can be found by clicking on the tab titled "Tools" located at the upper left-hand corner of the Adobe document (see below).

3. Choose Digitally Sign from the Certificates tool bar above.

4. Follow the instructions in the pop-up window to create a digital signature box by using your mouse to click and drag to draw the area where you want the signature to be located on the document.
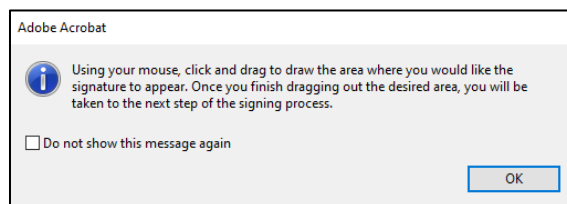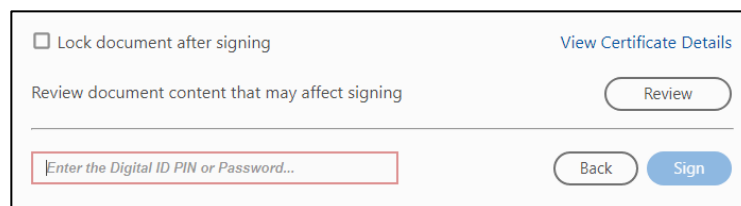
6. Choose the digital signature you want to use in the "Sign with a Digital ID" box (if you have more than one digital signature saved on your computer) then click Continue.
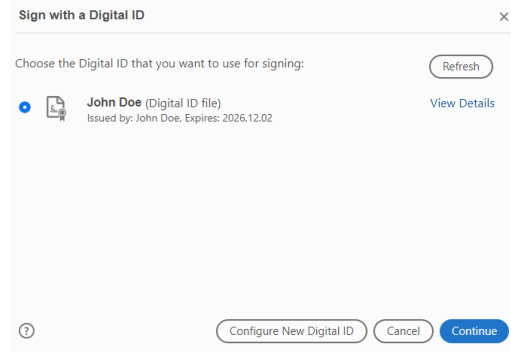
5. Enter your password and click Sign. You will be prompted to save the file. After saving the file, your certificate-based digital signature will appear in the document.

   a. **IMPORTANT!** The Sign as [your signature text] box may have a checkbox giving you the option to lock the document after signing. If any more changes need to be made to the document, do not check this box.

6. Enter your password and click Sign.

7. You will be prompted to save the file. After saving the file, your certificate-based digital signature will appear in the document. You may now send the form to the next signer if applicable or send to the appropriate party within Procurement Services.